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***Communications and Information***

***CLASSIFIED MATERIAL CENTRAL  
DESTRUCTION FACILITY (CDF)***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines procedures to be followed by all users of the Central Destruction Facility for the destruction of classified and unclassified material. It applies to all agencies having a need to destroy classified and unclassified material at the Central Destruction Facility. Documentation created by this publication will be maintained and disposed of in accordance with AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

***SUMMARY OF REVISIONS***

Organizational changes made. 43d Communications Squadron, Records Management (43 CS/SCBIR) work center retains key control for Building 711. **A bar ( | ) indicates a change since the last edition.**

**1. Policy.** The Information Management Superintendent (43 CS/SCBI) is responsible for managing the Central Destruction Facility (CDF) for Pope AFB. The Chief, Records Management (43 CS/SCBIR) exercises supervision over the operation, maintenance, and use of the CDF located in Building 711.

**2. Key Control.** The Chief of Records Management exercises control of the keys to Building 711. Personnel having a need to destroy classified material at the CDF will sign for and return the keys to 43 CS/SCBIR.

**3. Responsibilities.** Each agency that has a requirement to destroy classified material will appoint a primary and at least one alternate CDF agent. 43 CS/SCBIR will provide training to primary CDF agents and can be contacted at extensions 4-2606/2487 to arrange this training. Once trained, primary CDF agents are responsible for training their alternates and replacements. Primary CDF agents will complete a CDF user appointment letter for each person trained and send to 43 CS/SCBIR.

3.1. Users will:

3.1.1. Ensure that at least two persons are available during destruction operations: one to feed the documents into the shredder and one to change refuse bags.

3.1.2. Retain responsibility for control, safeguarding and certification of destruction of classified material.

3.1.3. Wear hearing protection and eye goggles whenever the shredder is in operation.

3.1.4. Comply with the instructions printed in the operator's manual and the visual aid posted on the wall.

3.1.5. Avoid overloading of the shredder by not feeding documents at a rate which is incompatible with the power output.

3.1.6. Ensure that refuse bags are deposited in the dumpster located outside of Building 711.

3.1.7. Ensure that the shredder and surrounding areas are cleaned and all waste removed prior to departing from the CDF.

3.1.8. After cleanup, secure building and return keys to 43 CS/SCBIR.

3.2. 43 CS/SCBIR will:

3.2.1. Retain key control for Building 711.

3.2.2. Maintain a log on all users of the CDF.

3.2.3. Ensure that only trained personnel are given access to the keys to Building 711.

**4. Security.** The Information Management Superintendent and the facility monitor assume no responsibility for the security of classified material other than to report through channels any security violations noted. Units and individuals will protect, safeguard, and certify the destruction of their classified material.

**5. Safety.** Due to the potentially hazardous effects of the equipment, the following safety precautions cannot be overemphasized:

5.1. Do not wear jewelry that could be caught in or on the shredder.

5.2. Ensure that hearing and eye protection (furnished) are worn when operating the shredder.

5.3. NEVER allow any horseplay in the CDF. The shredder could injure or maim a person if any body parts come in contact with the machinery while it is operating.

**6. Hours of Operation:** The CDF is operated from 0800 to 1500 Monday through Friday.

WINFIELD W. SCOTT III, Brigadier General, USAF  
Commander